

## INSTRUCTIONS FOR COMPLETING JPCF PROGRAM AGREEMENT

- A. Agency Information: This section relates to the probation department.
- B. Designated Financial Officer Information: The information requested in this section is for the person who will review and approve the financial invoices before the county submits them on-line. This individual may be the Probation Business Manager or another person designated to serve as Financial Officer for the JPCF Program.
- C. Payment Receiver Information: The information requested in this section is for the person to whom the reimbursement checks for the fixed allocation should be mailed.
- D. Day-to-Day Contact: The information requested in this section is for the person who would serve as the primary contact for the CSA Field Representative assigned to the county.
- E. JPCF Program Services – Fixed Allocation (Attachment A): Each participant county will receive a fixed allocation from the JPCF state fund appropriation to support a broad spectrum of probation services targeting at-risk youth, juvenile offenders (on probation and/or detained in local juvenile facilities), and their families. Please utilize your Fiscal Year 2005-06 fixed allocation for planning purposes.
- I. Total Budget for Fixed Allocation: Insert the total amount of the fixed allocation dedicated to each line item. For a general description of what is covered within each line item, please refer to the JPCF Program Administration Guide. **NOTE**: The amount for Indirect Costs may **not** exceed 15 percent of the county's total fixed allocation.
- II. Program-Specific Budget(s): Use the fill-in box to identify the program and insert the amount of funds for each line item as well as the total funds directed to the program.
- A. Description of Program-Specific Services: Under each program-specific budget, provide a brief description that includes, at a minimum, the purpose of the program and the estimated number and type of youth served.
- B. Service Categories for Fixed Allocation Program(s): For each program-specific budget, identify the service category number(s) covered by the program (See the JPCF Service Categories table at end of Attachment B).
- NOTE**: If the county's fixed allocation supports more than two programs, please replicate the program-specific budget table, description of services, and service category sections as needed.
- F. JPCF - Camp Allocation Eligibility Form (Attachment B): All counties must complete and return Attachment B. Eligible counties will receive an allocation from the JPCF state fund appropriation - based upon their reported number of occupied camp bed days.
- G. Board of Supervisors' Resolution: All counties must have a Board of Supervisors' Resolution on file containing specific language (see Attachment C for suggested language). **NOTE**: If your JPCF Agreement proposes adding new programs and/or deleting currently funded programs, you must submit a new resolution.
- H. Signature of Chief Probation Officer: With authorization from the Board of Supervisors, the Chief must sign and date this section of the Agreement.

**The completed and signed Agreement, and Board of Supervisors' Resolution (if applicable), must be mailed to the attention of Marlon Yarber, Field Representative, Corrections Standards Authority, 600 Bercut Drive, Sacramento, CA 95814. A copy of the fully executed Agreement will be mailed back to the Chief Probation Officer.**